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Security-4

MEMORANDUM FOR: Secretary, CIA Management Committee

SUBJECT : Proposal for Changes in Composition and
Procedures of Information Review Committee

1. Action Requested:

a. Approval of a proposal for expanding the membership of the CIA Information Review Committee.

b. Approval of procedural changes designed to expedite the processing of appeals.

2. Background:

a. The CIA Information Review Committee (IRC) at present contains no members from the Directorates of Operations, Intelligence and Science and Technology, yet these components originate the bulk of those Agency documents involved in mandatory review requests.

b. Several appeal cases have dragged on for months. Anticipated changes in the Freedom of Information Act will limit the time permitted for processing appeals to 20 working days--30 working days if unusual circumstances justify an extension of the deadline. Meetings have been held in the past without formal agendas or minutes. Improved staff support for the IRC is required.

3. Staff Position:

a. In order to ensure that a broad spectrum of views is brought to bear on classification/declassification matters, and in order to have a

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single officer in each major element of the Agency who can serve as a focal point for overseeing implementation of the Freedom of Information Act and Executive Order 11652, the CIA Information Review Committee's membership should include the DDA (Chairman), the General Counsel, the Inspector General, the ADDO, the ADDI and the ADDS&T. The Office of General Counsel should continue to provide a legal adviser (Mr. [] and the Chief of the Information Systems Analysis Staff should continue to serve as Secretary. Inasmuch as the current membership was established by [] appropriate changes should be made in HR [] and the revised regulation approved by the Inter-agency Classification Review Committee. [] which is already obsolete in some respects--including its designation of the Executive Director as Chairman of the Information Review Committee--is now being reissued in the standard HR format.)

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b. It is imperative that the procedures followed by the Information Review Committee be rationalized and streamlined in order that the membership can decide appeals in an orderly and expeditious manner. It is believed that the following measures, if adopted, will aid in improving Committee efficiency and in achieving the desired results:

(1) When appeals are received, the Classification Programs Branch, ISAS, shall immediately obtain copies of the documents under contention and send them to the appropriate component (or components) for a second detailed classification review to determine whether declassification or sanitization is possible. The Classification Programs Branch will offer guidance, when appropriate, to the reviewing components with respect to precedents, legal requirements, etc., and establish suspense dates for completion of the review.

(2) The recommendations of the reviewing component must be endorsed in writing by the Director of the Office (or Division Chief, in the case of the DDO) before being sent to the Classification Programs Branch.

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(3) If there is a substantial difference in the recommendations received from reviewing components, or if the Classification Programs Branch believes that the recommendations of a reviewing component are not in accord with the law and/or established Agency policy regarding public release of information, the Classification Programs Branch shall prepare and submit a staff paper which points up the issues and advances recommendations for Committee consideration.

(4) Meetings of the Information Review Committee will be held on an ad hoc basis. The Secretary will arrange a mutually convenient meeting time, and may, with the approval of the Chairman, invite nonmembers to participate, without vote, when their special viewpoints or expertise might contribute to a Committee decision.

(5) At least four days prior to scheduled meetings, the Secretary will provide Committee members with an agenda and copies of all documents, reviewing component comments, correspondence, staff papers, etc., pertaining to agenda items.

(6) The Secretary will record all decisions reached by the Committee and prepare summary-type minutes for distribution to meeting participants. The Secretary will maintain the official records of the Committee.

(7) The Classification Programs Branch will implement all Committee decisions with respect to appeals, drafting the necessary correspondence and preparing documents for release if this is required.

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4. Recommendation: That you approve the restructuring of the Information Review Committee and declassification review procedures as recommended above.

John F. Blake
Deputy Director
for
Administration

APPROVED: _____

Date: _____

DISAPPROVED: _____

Date: _____

Distribution:

Orig. - Addressee (and return to ISAS)

11 - Management Committee

2 - DDA *John F. Blake*

1 - AC/DDA

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ISAS :slh
(11 October 1974)

Originated by: |S|
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